Pupil Enrollment Report (DOE-PE)   **Version 06.26.03**

The purpose of this data collection is to gather student enrollment information as of October 1 of the current school year.

Instructions

Count each pupil in your school(s) as of October 1 regardless of the pupil's resident corporation. The file may be any of the formats contained in this document and must contain all the fields in the order described.

A trial data file submission period will be available September 15 through September 26, 2003. This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle. All data submitted during this optional period will be **deleted** at the end of the day on September 26, 2003.

The required collection period will begin on October 1, 2003 and last until October 31, 2003, which is the final date for submission. During this time you are required to submit the file to the Department of Education using the secured STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If two or more schools report the same pupil then the pupil will be excluded from the enrollment count of all schools until the pupil is assigned to a single school. This assignment can be done through the Pupil Enrollment Duplicates section of the Message Center. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 31, 2003.

Pupil Enrollment (PE) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID **Required Field**: YES	School building where the student is located
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student **Required Field**: YES	
3	Gender	1	**Allowable Codes Are:** M = Male F = Female **Required Field**: YES	
4	Ethnicity	1	**Allowable Codes Are:** 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial **Required Field**: YES	**American Indian**: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition. **Black (Not of Hispanic Origin)**: A person having origins in any lack of the black racial groups in Africa. **Asian or Pacific Islander**: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. Examples of areas included are China, India, Japan, Korea, the Philippine Islands, and Samoa. **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. **White (Not of Hispanic Origin)**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Multiracial**: A person having a biological parent who is of a different race than the other biological parent.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	**Grade Level**	2	**Allowable Codes Are:** PK = Pre-Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 UG = Elementary Ungraded 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Post High School SU = Secondary Ungraded GR = Graduate (Graduates from the prior school year) **Required Field**: YES	13 = Post High School. E.g., These may be students who received *Certificates of Achievement* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma. GR = Graduate. This should be used to designate graduated students from the prior school year for whom data are being reported in fields 6 and 7.
6	**Post Graduate Information**	1	What type of higher education is the student now pursuing? **Allowable Codes Are:** 1 = Four (4) year or more College or University 2 = Two (2) year College or University 3 = Vocational/Technical School 4 = Military 5 = Not pursuing Higher Ed Blank or Space = Not coded **Required Field**: YES (For all students coded GR in field 5) This field will be left blank for students not coded GR in field 5.	
7	**Diploma Type**	1	What type of diploma did the graduating student receive? **Allowable Codes Are:** 1 = Regular (Passed GQE) 2 = Academic Honors (Passed GQE) 3 = Core 40 only (Passed GQE) 4 = Regular Diploma (GQE Appeal) 5 = Core 40 Only (with Core 40 Waiver or GQE Appeal) 6 = Certificate of Achievement 7 = Course Completion 8 = Academic Honors Diploma (with GQE Appeal or Core 40 Waiver) Blank or Space = Not coded **Required Field**: YES (For all students coded GR in field 5) This field will be left blank for students not coded GR in field 5.	1 = Individuals who passed GQE and received a regular Diploma 2 = Individuals who passed GQE and received an Indiana Academic Honors Diploma. This total should match Form 30A. 3 = Individuals who passed GQE and received a Core 40 Diploma but not an Indiana Academic Honors Diploma. 4 = Students who did not pass GQE but received a regular Diploma through the "appeals" process. 5 = Students who did not pass GQE but received a Diploma by successfully obtaining a Core 40 waiver but NOT an Academic Honors Diploma. 6 = Special Education Students who are not capable of earning a diploma, but who completed the public school educational program prescribed in the student's IEP. 7 = Individuals who completed the minimum courses required for High School graduation but did not meet the Graduation Qualifying Examination requirement. 8 = Students who received an Indiana Academic Honors Diploma with a GQE Appeal or a Core 40 Waiver.

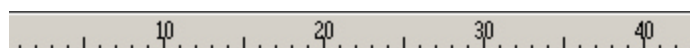| Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
8	Retained	1	Was the student retained? **Allowable Codes Are:** Y = Yes N = No **Required Field**: YES	For this report, a retained pupil is one who is assigned to the same grade this school year as in the prior school year. Do not report pupils who were promoted but who are repeating particular subjects.

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,M,2,GR,1,5,N
0001,000102999,F,6,09,,,N
0002,000202001,F,5,GR,1,1,N
0002,000202999,M,3,05,,,Y
```

Positional Format

```
        10        20        30        40
0001000102001M2GR15N
0001000102999F609  N
0002000202001F5GR11N
0002000202999M305  Y
```

E(x)tensible Markup Language (XML) Format

```
<XIF_PEData>
    <Corporation Id="8800">
        <School  Id="0001">
                <Student STN="000102001">
                        <Demographics Gender="M" Ethnicity="2" />
                        <SchoolUse GradeLevel="GR" PostGradInfo="1" DiplomaType="5" Retained="N" />
                </Student>
                <Student STN="000101999">
                        <Demographics Gender="F" Ethnicity="6" />
                        <SchoolUse GradeLevel="09" Retained="N" />
                </Student>
        </School >
        <School  Id="0002">
                <Student STN="000202001">
                        <Demographics Gender="F" Ethnicity="5" />
                        <SchoolUse GradeLevel="GR" PostGradInfo="1" DiplomaType="1" Retained="N" />
                </Student>
                <Student STN="000202999">
                        <Demographics Gender="M" Ethnicity="3" />
                        <SchoolUse GradeLevel="05" Retained="Y" />
                </Student>
        </School>
</XIF_PEData>
```

Common Scenarios

The following section contains several likely scenarios of student enrollment and a description of how they would be reported.

Scenario #1: Services Student
Scenario: School #1 is providing services to a student that is funded by school #2.

Reporting Result: PE is a school building level count independent of the pupil's resident corporation, so this student would be included in the PE count for school #1 (services school), but not included in the PE count for school #2 (funding school).

Scenario #2: Student Enrolls after October
Scenario: Student enrolls in a school after October 1.

Reporting Result: PE is a count on October 1, so this student should not be included in the PE count for this school.

Scenario #3: Student Enrolled in Vocational School
Scenario: A pupil is enrolled in both an area vocational school and a regular high school.

Reporting Result: The pupil should be counted in the school from which the diploma will be received.

Scenario #4: Student Enrolled in Multiple Schools
Scenario: A pupil educated in two or more schools.

Reporting Result: Pupils educated in two or more schools should be counted by one school only. It is up to the schools to decide which school will report the pupil. If two or more schools report the same pupil then the pupil will be excluded from the enrollment count of all schools until the pupil is reported by a single school.

Change History

The following section contains a history of changes made to the PE Data Layout from the prior version 4.1. It relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	School Number	1	No change
2	Student Test Number (STN)	2	No change
3	Gender	3	No change
4	Ethnicity	4	No change
5	Grade Level	5	No change
6	Post Graduate Information	6	No change
7	Diploma Type	7	No change
8	Retained	8	No change